

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

BOARD MEETING

AGENDA

October 11, 1973

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
  - 1. Bills Payable
  - 2. Payroll - September 15 and September 30, 1973
  - 3. Estimated Payroll - October 1 through November 30, 1973
  - 4. Financial Statement
  - 5. Bid Awards
  - 6. Budget Transfers
  - 7. Construction Payouts
- V. Communications
- VI. Unfinished Business
  - I. Correction of Board Minutes of 6/8/72 EXHIBIT I
  - II. Request for Contribution from Volunteer Service Bureau EXHIBIT II
- VII. New Business
  - A. Recommendation: 1973-74 Staffing
    - 1. Replacement of Counselor EXHIBIT A-1
    - 2. New Positions: Secretarial Science EXHIBIT A-2  
Real Estate-Business  
Art  
Operating Room Technician
    - 3. Reduction of Contract--Coordinator of Adult Basic Education EXHIBIT A-3
  - B. Recommendation: Approval of Career Advisory Committee Members EXHIBIT B

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C. Recommendation: Approval of Harper Foundation  
By-Laws and Formal Approval of Board  
of Directors

EXHIBIT C

D. Discussion: Implementation of HB 1628  
(Students on Governing Boards)

EXHIBIT D

E. Discussion and Recommendation: Revised  
Facility Priority to the ICCB

EXHIBIT E

VIII. President's Report

IX. Adjournment

WILLIAM RAINEY HARPER COLLEGE  
BOARD OF TRUSTEES OF JUNIOR COLLEGE DISTRICT 512  
COUNTIES OF COOK, KANE, LAKE, AND McHENRY, STATE OF ILLINOIS

Minutes of the Regular Board Meeting of Thursday, October 11, 1973

CALL TO ORDER: The regular meeting of the Board of Trustees of Junior College District No. 512 was called to order at 8:05 p.m., Thursday, October 11, 1973, by Chairman Nicklas in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL: Present: Members Annalee Fjellberg, William Kelly, Marilyn Marier, Ross Miller, Lawrence Moats and Jessalyn Nicklas  
Absent: Member Milton Hansen

Also present: Robert E. Lahti, Kelly Barton, John Birkholz, Frank Borelli, Michael D. Brown, Nancy Carlson, R.B.Cormack, Anton A. Dolejs, Jr., George Dorner, Charles F. Falk, C. Fischer, Jack Fuller, John Gelch, Robert Hughes, Fred Inden, John Januszko, Roy Kearns, Ron Keener, Sue Kench, H. Kurowski, C. Patrick Lewis, John Lucas, W.J.Mann, Liz McKay, Don Mistic, Robert Powell, Henry Roepken, C.Schauer, W. E. Von Mayr, John F. White, Ray White, Dave Williams, Bob Wyman, and Robert R. Zilkowski--Harper College; Frank M. Hines--Board Attorney; Robert E. Hayhurst and Mark W. Tabac--Student Senate; Wandalyne Rice--Paddock Publications; Nick Peterson--Elgin Daily Courier-News; Alison Best and Marita Thompson--League of Women Voters; and Richard Thoms--Marsh & McLennan.

MINUTES: Member Miller moved, Member Kelly seconded, approval of the minutes of the regular Board meeting of September 13, 1973. Motion unanimous.

DISBURSEMENTS: Member Marier moved, Member Miller seconded, approval  
Bills Payable of the bills payable of October 11, 1973, as follows:

Educational Fund	\$362,941.54
Building Fund	377,018.51
Site and Construction Fund	29,146.24
Auxiliary Fund	220,100.69

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Kelly, Marier, Miller, Moats and Nicklas  
Nays: None

Payrolls Member Fjellberg moved, Member Marier seconded, approval for payment of the payroll of September 15, 1973, in the amount of \$221,336.63; the payroll of September 30, 1973, in the amount of \$240,890.83; and the estimated payroll of October 1, 1973 through November 30, 1973, in the amount of \$1,155,654.92.

DISBURSEMENTS:  
Payrolls (cont.)

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Kelly, Marier, Miller,  
Moats and Nicklas  
Nays: None

Financial  
Statements

Member Marier referred to Student Employment--College Work Study, Acct. No. 130-591, page 9 of 42 in the Financial Statements. Dr. Mann stated the Work Study Program is 80% federally funded, and he felt this over-expenditure was possibly due to the fact that federal funds had not yet been received. It might also be an audit adjustment that has not been recorded as the final audit has not yet been received. Dr. Mann assured the Board that if after investigation there was a different explanation, a note would be sent to the Board members.

## Bid Awards

Member Miller moved, Member Fjellberg seconded, approval of the following bid awards:

Award of bid Q-3637 for the purchase of lockers and benches for use by the Physical Education Division in Building "U" to the Superior Wire & Iron Company in the amount of \$3,584.00, as recommended in Exhibit IV-5a;

Award of bid Q-3642 for the printing and paper stock for the college "Today" newsletter to the Prompt Printing Company in the amount of \$5,100.00 as recommended in Exhibit IV-5b;

Award of bid Q-3643 for the printing of the college Spring '74, Summer '74, and Fall '74-'75 Course Schedules to the McConnell Press in the total amount of \$12,495.00, as recommended in Exhibit IV-5c;

Award of bid Q-3638 for a wrestling mat to Ken Kraft in the amount of \$3,050.00, as recommended in Exhibit IV-5d.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Kelly, Marier, Miller,  
Moats and Nicklas  
Nays: None

## Change Orders

Member Marier moved, Member Fjellberg seconded, approval of the submittal of the following architectural Change Order Requests to the Capital Development Board by Dr. W. J. Mann for Phase IIA:

Change Order Request #1. For field inspection of soils, field and lab tests of concrete, etc., by Raamot and O'Brien, Inc.

\$10,815.00

**DISBURSEMENTS:**  
**Change Orders**  
 (cont.)

Change Order Request #2. For revision of bidding alternates and the incorporation revised IBA format into the non-technical portion of the specifications by Caudill, Rowlett & Scott \$209.35

Change Order Request #3. For revisions and studies of original specification and drawing as requested by Task Force prior to approval of Phase IIA Project. \$9,536.45

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Kelly, Marier, Miller, Moats and Nicklas

Nays: None

Member Fjellberg moved, Member Miller seconded, approval of the submittal of the following Change Order Requests to the Capital Development Board by Dr. W. J. Mann for Phase IIA:

Change Order Request #16.  
 Ceisel-McGuire Industries, Inc. \$ 276.00  
 Staff music lines on chalkboards in music building.

Change Order Request #17.  
 Ceisel-McGuire Industries, Inc. N/C  
 Reduce the contractor's retainage from 10% to 5%.

Change Order Request #18.  
 Ceisel-McGuire Industries, Inc. \$6,678.00  
 Installation of vapor barrier to protect titanaloy roof from corrosion.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Kelly, Marier, Miller, Moats and Nicklas

Nays: None

**COMMUNICATIONS:**

Chairman Nicklas referred to the concern expressed at the last Board meeting by Mr. Robert Powell, Chairman of the Faculty Senate, on the quality of education at Harper College. She commented that the Board and administration are also concerned about quality. Chairman Nicklas reported Mr. Powell had called her and explained his concerns. She requested that he list them, documenting the basis for his concerns, and submit this to Dr. Schauer. She asked him to meet with Dr. Schauer to discuss these concerns. Chairman Nicklas notified Dr. Lahti of her request and asked that he keep her informed of the studies and progress made. She pointed out it has been the Board's

COMMUNICATIONS:  
(cont.)

practice to request that all matters coming before the Board be studied and documented first; this was reaffirmed last winter. The Board will look forward to a presentation of the listing, documentation and study on these concerns.

Construction  
Progress  
Report

Mr. Mistic was asked to report on construction progress. He stated some of the brick for "U" Building has arrived and the balance will be here by Oct. 23. Steel should be delivered by the end of the month. The concrete slab should be poured by Nov. 15. Brick work completed by the end of November. Complete building occupancy is estimated by January 15. On Phase IIA, Mr. Mistic reported the lights should be installed and operational by November 23. The concrete site work has been started. The CDB has approved the roofing change and the contractor has been notified to proceed. This will take about two weeks to complete. The brick work is 99% complete. The architect estimates the buildings will be complete 90 days from the date the roof is complete.

UNFINISHEDBUSINESS:Correction of  
Board Minutes  
of June 8, 1972

Member Kelly moved, Member Moats seconded, that the Board Minutes of June 8, 1972 be changed (to correct typographical error) to read, "employment of Mary Lou Jolie as Associate Professor of Biology at a salary of \$14,750.00 for the 1972-73 academic year, effective September 5, 1972." Motion unanimous.

Contribution to  
Volunteer  
Service Bureau

Information on various agencies using the Volunteer Service Bureau was listed in Exhibit II. Regarding their request for a contribution, Dr. Lahti referred to the \$200-500 range considered in the recommendation and discussed ways in which the college could be involved, other than cash.

Member Moats moved, Member Miller seconded, approval of the administration's recommendation to donate \$500.00 to the Volunteer Service Bureau.

Chairman Nicklas commented, in comparison to the various kinds of service received by some of the larger contributors, perhaps a \$200.00 donation from Harper might be appropriate. She questioned if Harper donated to other groups. The Joint Service Program was mentioned.

In the discussion which followed, Member Miller expressed the hope the college would participate and suggested a report back to the Board at the end of the year on how much the services were utilized. Member Fjellberg questioned how the money would be used if it were not donated to the Bureau. Dr. Mann stated this would have to be charged to the budget account "Other."

Member Marier did not participate in the discussion, as she serves on both boards.

UNFINISHED

BUSINESS:

Volunteer  
Service Bureau  
(cont.)

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Kelly, Miller, Moats and  
Nicklas

Nays: None

Abstained: Member Marier

Insurance on  
Fire

Referring to the fire in the barn, Member Kelly raised several questions; whether Marsh & McLennan had really participated actively in getting a quick response from the insurance adjustors, and whether the insurance company had agreed to pay the college interest on this money from the day of the fire.

Dr. Mann stated he believed agreement on the contents of the barn had been settled and on a preliminary basis he felt it was a fair one. However, he felt the settlement on the building was overdue. He referred to the money spent by the college to obtain appropriate engineering estimates and stated he did not feel it should be that difficult to decide on the building's worth. Dr. Mann felt the insurance company could at least give the college half the payment.

Mr. Hughes introduced Mr. Richard Thoms, account executive with Marsh & McLennan. Mr. Thoms stated the contents settlement of \$142,000, with about 20% depreciation, was subject only to the insurance company's approval that the values of the stock loss are within the co-insurance limit. He reported the insurance company's loss representative and Marsh & McLennan's loss representative are now working on the architect's drawings and specifications, together with the improvements and estimations submitted by Harper. He felt this would be concluded within the next two weeks. Mr. Thoms stated if a partial payment would be in order, he would be happy to arrange that.

Dr. Mann stated he was sure there is a customary percentage in industry and as he understood it the company will pay the amount the college has begun to invest in another building. If this is correct, this would be about \$250,000. Member Kelly stated that such an agreement would prevent an interest item from appearing and suggested Dr. Mann negotiate.

Mr. Thoms reported the contents settlement, with approval, should be forthcoming within four weeks, plus the other check in the amount of \$250,000--the balance to be paid at the final settlement of building loss.

NEW BUSINESS:

Dr. Fischer introduced the new President of the Student Senate--Bob Hayhurst, and the new Vice President of the Student Senate--Marc Tabac.

**NEW BUSINESS:**  
**1973-74 Staffing**  
**Replacement of**  
**Counselor**

Dr. Fischer presented the recommendation for employment of a full-time counselor, replacement for Gary Thompson, and discussed the rationale for a departure from a counselor associate to a full-time counselor.

Member Moats moved, Member Marier seconded, approval of the employment of Mrs. Nancy L. Fojo as a counselor, at a salary of \$8,166.67 (pro-rated on \$10,500.00 for 39 weeks) effective November 1, 1973, with the academic rank of Instructor.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Kelly, Marier, Miller,  
Moats and Nicklas  
Nays: None

**New Positions,**  
**Secretarial**  
**Science**  
**Real Estate--**  
**Business**  
**Art**  
**Operating**  
**Room Tech.**

Dr. Schauer discussed the rationale for the creation of four new positions in the following areas:  
Secretarial Science  
Real Estate--Business  
Art  
Operating Room Technology

The increase in enrollments and part-time faculty requirements was not known prior to the close of the add-drop enrollment period. After an analysis of final initial enrollments, the administration was recommending the creation of these four new positions.

Member Marier moved, Member Moats seconded, approval of the creation of the following full-time positions and that persons be hired immediately to fill these vacancies:

One Secretarial Science teacher  
One Real Estate - Business teacher  
One Art teacher  
One Operating Room Technology teacher-coordinator

Dr. Mann explained budget transfers would be made from the Contingency Fund to absorb the difference outside of those part-time salaries which will be used.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Kelly, Marier, Miller,  
Moats and Nicklas  
Nays: None

**Employment of**  
**Secretarial**  
**Science**  
**Instructor**

Dr. Schauer presented the recommendation to fill the position of the Instructor in the Secretarial Science Program.

**NEW BUSINESS:**  
**1973-74 Staffing**  
**Secretarial**  
**Science**  
**Instructor**

Member Moats moved, Member Kelly seconded, approval of the employment of Mrs. Jane Morrison as an Instructor in the Secretarial Science Program, at a salary of \$9,415.00 (pro-rated from a 39 week salary of \$10,800) effective Oct. 15, 1973, and continuing through June 1, 1974.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Kelly, Marier, Miller,  
Moats and Nicklas

Nays: None

**Asst. Prof.**  
**and Coord.**  
**of the**  
**Operating**  
**Room Tech.**  
**Program**

Dr. Schauer presented the recommendation to fill the position in the Operating Room Technology Program.

Member Fjellberg moved, Member Moats seconded, approval of the employment of Mrs. Patricia Bourke, as an Assistant Professor and Coordinator of the Operating Room Technology Program, at a salary of \$13,851.00 (pro-rated from a 47 week salary of \$15,500), effective October 15, 1973, and continuing through June 30, 1974.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Kelly, Marier, Miller,  
Moats and Nicklas

Nays: None

Dr. Schauer introduced Mrs. Nancy Carlson, Coordinator of the Nursing Program to the Board.

**Coordinator of**  
**Adult Basic**  
**Education**  
**Contract**

Dr. Schauer explained the request to reduce Mrs. Noreen Lopez's full-time contract to three-fourth's time, due to the uncertainties in the funding of the Adult Basic Education Program. This program has been totally funded from federal and state grants, and the funding patterns are uncertain for the foreseeable future. Dr. Fuller stated the program would not be as complete as before, but just as many people would be served as before. He informed the Board this recommendation met with the approval of Mrs. Lopez.

Member Marier felt if there were not enough federal funds available, some of the responsibility to back up a worthwhile program was Harper's. Member Moats stated he felt the college should honor the contract which had been made with Mrs. Lopez. He suggested using contingency funds from the budget.

Member Miller moved, Member Marier seconded, approval of the recommendation that Mrs. Lopez's full-time contract in the amount of \$12,250.00 be reduced to three-fourth's time in the amount of \$9,200.00, pro-rated for the remainder of the fiscal year beginning Sept. 1, 1973, and ending June 30, 1974, in the amount of \$7,650.00.

NEW BUSINESS:

Upon roll call, the vote was as follows:

Ayes: Members Miller and Nicklas

Nays: Members Fjellberg, Kelly, Marier and Moats

The motion was not carried.

Career Advisory  
Committee  
Members

Member Moats moved, Member Kelly seconded, approval of the administration's recommendation regarding membership to Career Advisory Committees for the 1973-74 year, as per Exhibit B. (Copy of Exhibit B attached to Official Minutes in the Board of Trustees Official Book of Minutes.)

Dr. Cormack discussed the advisory committees and referring to the Legal Technology Advisory Committee, page 12, stated he would be meeting with Mr. Richard Kahn. There will be about 18 active members on this committee and when the list is ready he will bring it to the Board. He pointed out that committees for the various nursing programs had been consolidated. Dr. Cormack informed the Board that 68 certificates of appreciation will be sent to people who have served and have rotated off committees for 1973-74.

Member Marier expressed appreciation for these people who are willing to give their time and talent.

Motion was unanimous.

Harper  
Foundation  
By-Laws and  
Board of  
Directors

Member Marier moved, Member Fjellberg seconded, that the Board of Trustees approve the William Rainey Harper College Educational Foundation Board of Directors and the Foundation By-laws, as presented in the attachments of Exhibit C. (Exhibit C attached to the Minutes in the Board of Trustees Official Book of Minutes.)

Chairman Nicklas questioned the word "Sunday" in Article V, Section 1, and also in Article VI, Section 4. Attorney Hines agreed this was in error and would be corrected.

Member Marier reported the committee consists of very public spirited citizens, anxious to give time to Harper. She felt the first meeting was very productive. Dr. Lahti stated the next meeting of the committee would be October 30.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Kelly, Marier, Miller,  
Moats and Nicklas

Nays: None

**NEW BUSINESS:**  
**Implementation**  
**of HB 1628**  
**(Students on**  
**Governing**  
**Boards)**

Chairman Nicklas discussed a new Illinois law (HB 1628) which provides for non-voting student representation on all boards governing higher education. She pointed out the Board welcomed the attendance of community and college people at their meetings, and the President of the Student Senate had been attending meetings of the Board. Under the new requirement, there is a provision for an election of a representative from the student body. It was recommended that Dr. Fischer be authorized to proceed with the selection process.

Member Moats moved, Member Marier seconded, that Dr. Fischer, Vice President of Student Affairs, be authorized to proceed immediately with the selection process of a student representative, in order for the student member to be presented to the Board at the November 8 meeting.

Dr. Fischer requested that the date in the motion be deferred until the college is absolutely sure they are following the exact procedure. He stated they would like to take action as soon as they have the procedure. Dr. Lahti pointed out they are waiting to see the official bill.

Member Moats amended his motion to read, "as soon as possible," in place of "at the November 8 meeting." Member Marier agreed to the amendment.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Kelly, Marier, Miller,  
Moats and Nicklas

Nays: None

**Revised**  
**Facility**  
**Priority to**  
**the ICCB**

Dr. Lahti reported on a meeting with the Board of Higher Education and the Illinois Community College Board about capital requests for the next biennium. As a result of that meeting, the revised facility priority list was being presented to the Board in Exhibit E. Dr. Mann explained that technically the Board has to approve the requests for funds and priority sequence. Dr. Lahti pointed out the exhibit placed first priority on Project I (Bldgs. M, G and H), and second priority on Project II (Bldgs. I, J and J'). He stated the ICCB staff had stated verbally they will be recommending M, G and H. The proposed facility priority is the second table in Exhibit E.

Member Moats moved, Member Kelly seconded, approval of the administration's recommendation that the college's building priorities be revised as stipulated in Exhibit E. (Copy of Exhibit E attached to the Minutes in the Board of Trustees Official Book of Minutes.) Motion unanimous.

PRESIDENT'S  
REPORT:

The Community College Bulletin of July-August, 1973, was distributed to the Board by Dr. Lahti. He particularly called attention to the Report on Accomplishment of Goals and Objectives for Public Community Colleges, and stressed the importance of studying these goals and their implications.

Dr. Lahti reminded the Board of the staff dinner to be held on Friday, October 12.

Dr. Fischer reported a tenth day FTE of 5,250 and stated he felt the college will meet the mid-term projections and the budget. Chairman Nicklas requested that when Dr. Fischer had the mid-term information he send her a memo.

Dr. Lahti indicated he had the preliminary report on state-wide student enrollment. He discussed the lack of uniform reporting and stated he would mail this report to the Board. Dr. Lahti pointed out the best report that will be available will be the Froehlich report. This report will be available on November 1 and would be the official one.

Dr. Birkholz discussed space utilization data. He stated the major problem is a clear definition on determining day FTE and evening FTE. For that reason, they have had a variety of runs. The useage percentage for day is around 65% and station utilization is around 82%. Dr. Birkholz pointed out there is no provision in the MIS manual to give credit for the things off campus.

ADJOURNMENT:

Member Moats moved, Member Marier seconded, that the meeting be adjourned at 10:00 p.m. Motion unanimous.

\_\_\_\_\_  
Chairman Nicklas

\_\_\_\_\_  
Secretary Marier